

**United States District Court**

Southern District of New York  
500 Pearl Street, Rm 200  
New York, NY 10007  
(212)805-0840  
Fax: (212)805-7964

May 1, 2003

Dear Applicant:

We are currently accepting applications for the Criminal Justice Act Panel for the Southern District of New York.

Those attorneys who are members in good standing of the bar of this Court, and have demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence and the United States Sentencing Guidelines shall be eligible to serve as members of the Court's Criminal Justice Act Panel of Private Attorneys and, upon selection to the Panel attorneys shall be authorized to serve as appointed counsel pursuant to this Plan. Please visit our website, <http://www.nysd.uscourts.gov>, for additional information regarding CJA.

**Applications will be accepted until June 30, 2003.** Completed applications shall be submitted to:  
Leonard F. Joy, Esq.  
Federal Defender Division  
52 Duane Street, 10th Floor  
New York, NY 10007-1207

Once again, thank you for your interest in the Criminal Justice Act Panel.

Sincerely,  
CJA Office

White Plains \_\_\_\_\_ (Check One)

DATE\_\_\_\_\_

NAME \_\_\_\_\_

FIRM NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

OFFICE TELEPHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

1. The first step in the process of creating a business plan is to conduct a market analysis. This involves researching the industry, identifying potential customers, and understanding the competitive landscape. A thorough market analysis helps entrepreneurs make informed decisions about their business strategy and target market.

2. Once the market analysis is complete, the next step is to develop a business model. This involves determining how the business will generate revenue and what its primary products or services will be. A clear business model is essential for attracting investors and securing financing.

3. The third step is to create a financial plan. This includes projecting the business's revenue, expenses, and cash flow over a period of time. A detailed financial plan provides a clear picture of the business's financial health and helps entrepreneurs understand the financial requirements of their venture.

4. The fourth step is to write a business plan. This document outlines the business's goals, strategies, and financial projections. A well-written business plan is a critical tool for communicating the business's vision and securing the necessary funding.

5. Finally, the fifth step is to launch the business. This involves implementing the business plan, marketing the business, and managing the day-to-day operations. Successful business launch requires careful planning, execution, and ongoing monitoring of the business's performance.

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3. Have you previously applied for appointment to this panel? \_\_\_\_\_  
If so, list the date of each application, and the name of any persons who interviewed you:

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4. Have you previously served on this panel? \_\_\_\_\_ If so, list the dates of your service:

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List, in reverse chronological order, the names of the most recent 15 defendants to whom you were assigned in the Southern District, including case number, the name and current telephone number of the Assistant United States Attorney in each case and the name of the presiding judge. [Specify on additional sheet(s).]

5. Have you ever refused to accept an assignment? If so, please give the number of times and explain the circumstances:

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6. Have you previously served on any other panel for assigned defense lawyers (such as the CJA Panel for the EDNY, or the New York 18-B Panel, or the Appellate Division's Panel for Homicide Cases)? \_\_\_\_\_ If so, list each panel and the dates of your service. If no longer on the panel, please explain:

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7. Have you ever been relieved from an assigned defendant in any case for any reason other than his/her retaining a private attorney where, subsequently, ineffectiveness of counsel was raised on appeal, motion for a new trial or writ of habeas corpus? \_\_\_\_\_ If so, give particulars, including defendant's name, case number, name and current number of the ALSA, substituting attorney and judge:

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8. Has your application to any panel ever been turned down? \_\_\_\_\_ If so, give particulars, including panel and year of application. If interviewed, please include name and current telephone number of interviewer:

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9. Have you ever been removed from, or not renewed on, any panel? \_\_\_\_\_ If so, give particulars, including panel, year of removal or non-renewal, and reasons given:

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10. List, in reverse chronological order, the 10 most recent criminal trials in which you participated, and provide the following information for each case: year, court, case number, judge w/current chambers telephone number, prosecutor w/current telephone number and defendant's name. Please indicate whether each trial was a jury or bench trial, whether the case involved felony or misdemeanor charges, the length of trial, and whether the trial went to verdict. State what your role was in each trial (lead counsel, second seat) and give the names of other lawyers who participated in the defense of your client. In multiple defendant cases, please include name and current telephone number(s) of co-counsel. [Specify on additional sheet(s).]

11. List in reverse chronological order the 5 most recent appeals you have handled, including case name, court and citation. Please indicate whether you wrote the brief and whether you argued the appeal:

1. \_\_\_\_\_

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5.

12. Have you asked to be relieved from handling an appeal, or had the appeal briefed and argued by another person while remaining counsel of record (assigned cases only)? If so, please give the particulars:

13. Do you speak any foreign languages? \_\_\_\_\_ If so, give particulars:

14. List any other legal experience which you feel would be helpful in evaluating your competence to serve on this panel (for example: civil trials, civil or criminal appeals, criminal cases involving pre-trial or post-trial representation, publications, etc.). Include, where appropriate, the names and telephone numbers of adversaries, co-counsel or judges:

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15. Have you ever been convicted of a crime? \_\_\_\_\_ If so, please give particulars:

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16. Have you ever been held in contempt or been the subject of a contempt proceeding? If so, please give the particulars:

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17. Have you ever been the subject of a disciplinary proceeding in any jurisdiction? \_\_\_\_\_  
If so, please give the particulars, including the jurisdiction and whether the proceeding progressed beyond a request for a response to a complaint. If the proceeding is still pending, please provide details:

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18. Have you ever been investigated by any court-appointed person or committee with respect to any question of ethics? \_\_\_\_\_ If so, please give the particulars:

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19. Would you also be interested in serving on a panel of lawyers appointed to provide representation in capital cases? \_\_\_\_\_ If so, please state any particular qualifications that you have to provide representation for a defendant in a case where there is the possibility that the death penalty may be imposed:

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20. Would you also be interested in serving on a panel of lawyers appointed to provide representation in non-trial type matters, particularly exceptional habeas corpus proceedings? \_\_\_\_\_ If so, please state any particular qualifications that you have including past representation in habeas cases, civil or criminal appeals, publications, etc.:

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APPLICANT'S SIGNATURE

\_\_\_\_\_  
Date